



San Bernardino Associated Governments

472 North Arrowhead Avenue, San Bernardino, CA 92401
Phone: (909) 884-8276 Fax: (909) 885-4407
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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
-

AGENDA

Administrative Committee Meeting

April 14, 2004
9:00 a.m.

Location

SANBAG Office
472 N. Arrowhead Avenue
San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Supervisor Paul Biane
County of San Bernardino

SANBAG President

Mayor Bill Alexander
City of Rancho Cucamonga

SANBAG Past President

Council Member Jim Bagley
City of Twentynine Palms

Mt./Desert Representatives

Council Member Edward (Ted) Burgnon
Town of Apple Valley

Mayor Pro Tem James Lindley
City of Hesperia

Supervisor Dennis Hansberger
County of San Bernardino

East Valley Representatives

Mayor Pro Tem Larry McCallon
City of Highland

Council Member Bob Christman
City of Loma Linda

Supervisor Clifford Young
County of San Bernardino

West Valley Representatives

Council Member Gwenn Norton-Perry
City of Chino Hills

Mayor Paul Eaton
City of Montclair

Supervisor Patti Aguiar
County of San Bernardino

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

Administrative Committee Meeting

**April 14, 2004
9:00 a.m.**

Location: SANBAG Office, 472 N. Arrowhead Avenue, San Bernardino

CALL TO ORDER 9:00 a.m.
(Meeting Chaired by Supervisor Paul Biane)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

1. Possible Conflict of Interest Issues for the Administrative Committee Meeting April 14, 2004 Pg. 5

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item. [ADM0404z-aa.doc](#)

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 7

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum. [admatt04.doc](#)

Notes/Actions

Consent Calendar (Continued)

3. **Procurement Report for March 2004** Pg. 9
 Receive Monthly Procurement Report. Susan Van Note
[ADM0404a-svn.doc](#)

Discussion Items**Administrative**

4. **SANBAG's Office Building at 472 N. Arrowhead** Pg. 11
 1. Approve Appraisal No. 04-04, dated February 11, 2004, copies of which are on file with the County of San Bernardino Real Estate Services Department (RESA) and SANBAG.
 2. By a four-fifths vote, adopt Resolution No. 04-017 declaring the property located at 472 N. Arrowhead, San Bernardino, is no longer necessary and is surplus to the needs of SANBAG, stating SANBAG's intent to sell the property, and directing the San Bernardino County Real Estate Services Department to conduct the sale.
 Susan Van Note [adm0404b-svn.doc](#)
5. **Fiscal Year 2004/2005 Budget Program Overview** Pg. 15
 Accept report from SANBAG staff relative to Program Level Budget Development. Susan Van Note [adm0404c-svn.doc](#)
6. **Printing Services for Measure I Public Information Materials** Pg. 35
 Approve Purchase Order No. 0490 with Clearwater Graphics for printing of Measure I public information materials in an amount not to exceed \$70,000 as specified in the Financial Impact Section. Cheryl Donahue [ADM0404A-CDD.DOC](#)
7. **Measure I Public Information Materials Mailing Services** Pg. 43
 Approve Purchase Order No. 0491 with Dan Siwulec Communications Marketing, Inc. for mailing services for Measure I public information materials in an amount not to exceed \$45,000 as specified in the Financial Impact Section.
 Cheryl Donahue [ADM0404B-CDD.DOC](#)

Program Support/Council of Govts.**8. AB 2498 (Longville) Pg. 49**

Receive update on SANBAG sponsored legislation AB 2498, which would clarify the intent of the State's funding program for freeway service patrol (FSP). **Kris Leathers**

[ADM0404a-kal.doc](#)

9. Update on House TEA-21 Reauthorization Efforts Pg. 51

Receive summary report on H.R. 3550, TEA-LU.

Kris Leathers [ADM0404b-kal.doc](#)

Transit/Commuter Rail**10. Sole Source Professional Services Contract – Public and Specialized Transit Planning Pg. 53**

Approve Contract 05-003 with the firm of A Menninger Mayeda Alternative (AMMA) to provide public and specialized transit planning services in an amount not to exceed \$151,500 as specified in the Financial Impact Section.

Mike Bair [ADM0404a-mab.doc](#)

Transportation Programs & Fund Administration**11. Transportation Development Act (TDA) Claimants and Measure I Pass-Through Recipients Auditing Services Request for Proposals Pg. 63**

The Administrative Committee authorize the circulation of Request for Proposal (RFP) No. 05-001 for qualified firms to provide auditing services of the TDA claimants and Measure I Pass-Through recipients for Fiscal Years 2003/04, 2004/05 and 2005/06. **Mike Bair & Deborah Barmack**

[ADM0404a-vlb.doc](#)

12. Additional Items from Committee Members**13. Brief Comments by the General Public****Additional Information****Acronym List [Acronym List.doc](#) Pg. 91****ADJOURNMENT**

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

San Bernardino Associated Governments

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the San Bernardino Associated Governments (SANBAG) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the SANBAG Board of Directors and Policy Committees.

1. **Accessibility** – The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 472 N. Arrowhead Avenue, San Bernardino, CA.
2. **Agendas** – All agendas are posted at 472 N. Arrowhead Avenue, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 472 N. Arrowhead Avenue, San Bernardino.
3. **Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
4. **Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
5. **Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

6. **Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.
7. **Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject with SANBAG's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
8. **Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for SANBAG meetings. Your cooperation is appreciated!

Minute Action

AGENDA ITEM: 1

Date: April 14, 2004

Subject: Information Relative to Possible Conflict of Interest

Recommendation * : Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the SANBAG Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
6	P.O. 0490	Clearwater Graphics <i>Joe Benites</i>	None
7	P.O. 0491	Dan Siwulec Communications Marketing, Inc. <i>Dan Siwulec</i>	None
10	05-003	A Menninger Mayeda Alternative <i>Heather Menninger</i>	None

Financial Impact: This item has no direct impact on the SANBAG budget.

Reviewed By: This item is prepared monthly for review by the SANBAG Board of Directors and Policy Committee members.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date:

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

ADMINISTRATIVE COMMITTEE ATTENDANCE ROSTER - 2004

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patti Aguiar												
Paul Biane	X		X									
Dennis Hansberger	X	X	X									
Gwenn Norton-Perry	X		X									
Clifford Young		X										
Jerry Eaves												
Jim Bagley	X	X	X									
Larry McCallon			X									
Kelly Chastain	X	X										
Bill Alexander	X		X									
James Lindley												
Edward Burgnon	X	X	X									
Paul Eaton	X	X										
Robert Christman	X	X										

The crossed-out boxes indicate members who were not on the committee as of that month.
The empty boxes indicate member who did not attend the meeting that month.

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: Printing Services for Measure I Public Information Materials

Recommendation:* Approve Purchase Order No. 0490 with Clearwater Graphics for printing of Measure I public information materials in an amount not to exceed \$70,000 as specified in the Financial Impact Section.

Background: As part of its Measure I public awareness efforts, SANBAG is preparing printed materials for San Bernardino County residents. The materials will provide information about transportation projects funded by Measure I and information about projects proposed for funding if Measure I is continued by voters beyond its 2010 expiration date. Three separate printed pieces are being prepared which will contain information of interest to the various geographical areas in this county.

SANBAG solicited bids from four local printing firms. Clearwater Graphics of Rancho Cucamonga was the lowest responsive bidder. Reference checks confirmed that this firm is well suited to perform this work in a timely, high quality manner.

The purchase order provides for the printing of a 17" x 22" folded brochure, an 11" x 17" folded brochure and an 8.5" x 11" jumbo postcard, with print runs of 440,000–445,000 each. Work will be under the direction of SANBAG staff,

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Approved
San Bernardino Associated Governments
Administrative Committee

Date:

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

Measure I consultants Smith, Watts & Company and Measure I sub-consultants Townsend, Raimundo, Besler & Usher.

Financial Impact: The total purchase order amount is consistent with the approved 2003/2004 SANBAG budget. The funding source is Publications & Public Outreach, Task Number 0460500, Cost code 5551.

Reviewed By: This item is scheduled for review by the Administrative Committee on April 14, 2004.

Responsible Staff: Cheryl Donahue, Public Information Officer

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: AB 2498 (Longville)

Recommendation:* Receive update on SANBAG sponsored legislation AB 2498, which would clarify the intent of the State's funding program for freeway service patrol (FSP).

Background: The current FSP statute leaves open the question of how a regional or local agency operating new FSP service can participate in the state funding program. AB 2498 clarifies the existing statute to take out any subjectivity of whether or not a new agency may or may not enter the state program.

SANBAG has been working with the Administration and the participating FSP agencies to find an administrative resolution to address the admittance of new, qualified applicants to the program. As it currently stands, new applicants are considered ineligible unless additional funding is provided to the program – despite the very relevant point that the FSP program is funded with state transportation revenue and was intended for statewide application. SANBAG exceeds all of the minimum criteria for entrance into the program. However, its application was declined by Caltrans due to a subjective interpretation of the current statute and the corresponding FSP guidelines. This legislation seeks to clarify the intent as well as to provide safeguards for participating agencies.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

As you know, FSP is vital to the State's urban and suburban communities. As traffic congestion continues to worsen in all areas, FSP works quickly, efficiently and cost effectively to remove traffic hazards, disabled vehicles and other vehicle related problems off the highways to keep traffic flowing smoothly. AB 2498 will ensure that local and regional agencies can continue to operate this much-needed program.

Financial Impact: This item has no impact on this year's budget. In future years, if admitted to the program, SANBAG stands to gain a minimum of \$906,526 in state revenue on an annual basis.

Reviewed By: This item has been reviewed by SANBAG counsel and was part of the Board adopted 2004-05 State Legislative Agenda.

Responsible Staff: Kris Leathers, Director Intergovernmental and Legislative Affairs

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: Sole Source Professional Services Contract – Public and Specialized Transit Planning

Recommendation:* Approve Contract 05-003 with the firm of A Menninger Mayeda Alternative (AMMA) to provide public and specialized transit planning services in an amount not to exceed \$151,500 as specified in the Financial Impact Section.

Background: Pursuant to SANBAG Policy 11000.7.5 a sole source contract may be recommended for approval upon a finding of appropriateness and that it is in the best interest of the agency to do so. A sole source contract is being recommended due to AMMA's unique and extensive knowledge of public and specialized transportation as well as the recognition that the firm's experience is important for the continued improvement in public and specialized transportation within San Bernardino County and the completion of the Non-Emergency Medical Transportation Project currently underway.

AMMA has provided transportation planning services to SANBAG for several years. A competitive procurement process for public and specialized transit planning was conducted six years ago and AMMA was overwhelmingly recommended for selection by a committee with representation from Omnitrans, the Victor Valley Transit Authority, Inland Regional Center and SANBAG. Since that time the SANBAG has approved two contracts with the firm with each

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

contract having two one-year options to extend. The current AMMA Contract has been extended the maximum two one-year terms and will expire on June 30, 2004.

A summary of activities AMMA has provided assistance with is provided below:

1. PASTACC Support – Provided continuing support to the SANBAG Public and Specialized Transportation Advisory and Coordinating Council – the advisory committee established pursuant to PUC Section 99238.
2. Social Service Transportation – Prepared the annual inventory of public and social service transportation services – now containing more than 300 agencies.
3. Unmet Transit Needs – Provided staffing for three public hearings held in September 2004. Summarized the testimony received and assisted in developing responses to the testimony.
4. ADA Compliance – Provided technical assistance to all County transit operators with respect to the ADA, including the monitoring of lawsuits filed throughout the nation. Has participated on VVTA's ADA certification appeals panel.
5. FTA Section 5310 – Distributed capital grant information to eligible agencies throughout the County. Assisted with Caltrans training sessions. Conducted the Local Review Committee preliminary review of applications, made suggestions to improve agency applications and scored applications received.
6. Non-Emergency Medical Transportation Study – Served as primary lead to this FTA Section 5313 funded project covering San Bernardino and Riverside Counties. An extensive amount of effort has been applied to this study which is expected to be completed next year.
7. First-Five – Represented SANBAG on the Strategic Plan Integration Committee for the County's First 5 Program.
8. Technical Assistance to Public and Specialized Transit Operators – Developed and compiled results of a survey to assist in determining the viability of late evening service in the Victor Valley.

When the second-year option for the existing contract was presented to the Administrative Committee last year, it was suggested that confirmation of the firm's quality of assistance on behalf of SANBAG be included with the review of work performed. Attached are letters from the Victor Valley Transit Authority, and the Inland Empire Health Plan. We are expecting another letter from First 5 San Bernardino, which will be handed out at the Administrative Meeting.

There is a continuing need for the professional services provided by AMMA. Planned activities for the next fiscal year will include those on-going support efforts for PASTACC; assisting in regulatory compliance with the Transportation Development Act, FTA Section 5310 and the ADA; updating and publishing the annual social service transportation inventory and preparing the bi-annual status report on social service transportation coordination to the State; completion of the Non-Emergency Transportation Study including conducting a conference in the fall to present the study results; and researching and assisting public and specialized transit agencies in applying for new training and funding opportunities.

The proposed contract provides for a continuation of professional services for the next two (2) fiscal years with two (2) two-year extension options. Compensation for the first year shall not exceed \$70,500 in personnel expenses and \$4,500 in direct expenses for a total compensation not to exceed \$75,000. The first year total compensation represents a 16% reduction from the current year and reflects a lesser work effort due to the completion of the Non-Emergency Medical Transportation Study early next fiscal year. Compensation for the second year shall not exceed \$71,910 in personnel expenses and \$4,590 in direct expenses for a total compensation not to exceed \$76,500. The total compensation for Contract option terms shall be mutually agreed upon and incorporated by amendment to this Contract.

Financial Impact: The total compensation for Fiscal Years 2004/2005 and 2005/2006 shall not exceed \$151,500.00. Funding for the first year of this Contract (\$75,000) is consistent with the proposed Fiscal Year 2004/2005 SANBAG Budget under Task 0530950. The funding source will be LTF Planning. Funding for the second year (\$76,500) will be contingent upon funding approved as part of the Fiscal Year 2005/2006 SANBAG Budget.

Reviewed By: This item will be reviewed by the Administrative Committee on April 14, 2004.

Responsible Staff: Michael Bair, Director of Transit and Rail Programs

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: Procurement Report for March 2004

Recommendation:* Receive Monthly Procurement Report.

Background: The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or his designee, is authorized to approve Purchase Orders up to an amount of \$25,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of March 2004.

Financial Impact: This item imposes no impact on SANBAG's FY 2003/04 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is scheduled for review by the Administrative Committee on April 14, 2004.

Responsible Staff: Susan Van Note, Chief Financial Officer

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

PURCHASE ORDERS ISSUED FOR MARCH 2004

P.O. #	Vendor	Purpose	Sole Source Y/N	Amount
0478	Yohko Kobayashi-Arnett ATT	Bldg. Lease Ext. at 444 N. Arrowhead to 5/20/04	Y	\$ 25,000.00
		TOTAL PURCHASE ORDERS ISSUED		\$ 25,000.00

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: Transportation Development Act (TDA) Claimants and Measure I Pass-Through Recipients Auditing Services Request for Proposals

Recommendation:* The Administrative Committee authorize the circulation of Request for Proposal (RFP) No. 05-001 for qualified firms to provide auditing services of the TDA claimants and Measure I Pass-Through recipients for Fiscal Years 2003/04, 2004/05 and 2005/06.

Background: The San Bernardino Associated Governments, acting as the regional transportation agency, is responsible for securing firms to conduct the financial and compliance audits as required by the TDA. Likewise, SANBAG is required to certify compliance of Measure I Pass-Through recipients with the requirements of the San Bernardino County Transportation Authority Ordinances 89-10 and 90-1, and accompanying Measure I Policies.

The audits will be comprised of three elements.

1. Audits of the TDA claimants, including compliance with applicable Public Utility Codes and California Code of Regulations.
2. Audits of Measure I Recipients.
3. Audits of the Mountain/Desert Transit Operators.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

Financial Impact: Release of the Request for Proposals has no direct impact on the SANBAG budget. Funding sources related to a subsequent contract will be Local Transportation Fund – Administration, Measure I Valley Administration, and Mountain/Desert Measure I Administration funds. Funding provisions are included in SANBAG’s proposed FY 2004/2005 budget.

Reviewed By: This item will be reviewed by the Administrative Committee on April 14, 2004.

Responsible Staff: Michael Bair, Director of Transit and Rail Programs
Deborah Barmack, Director of Management Services
Victoria Baker, Senior Transit Analyst

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: Measure I Public Information Materials Mailing Services

Recommendation:* Approve Purchase Order No. 0491 with Dan Siwulec Communications Marketing, Inc. for mailing services for Measure I public information materials in an amount not to exceed \$45,000 as specified in the Financial Impact Section.

Background: As part of its Measure I public awareness efforts, SANBAG is preparing printed materials for San Bernardino County residents. The materials will provide information about transportation projects funded by Measure I and information about projects proposed for funding if Measure I is continued by voters beyond its 2010 expiration date. The services provided by this purchase order are for distribution of materials.

SANBAG solicited bids from three companies who were reported to have qualifications and performance history appropriate to this task. Dan Siwulec Communications Marketing, Inc. was the lowest bidder. The purchase order provides for provision of address files, preparation and sorting of the materials for mailing, and delivery of materials to the post office. Work will be under the direction of SANBAG, Measure I consultants Smith, Watts & Company and Measure I sub-consultants Townsend, Raimundo, Besler & Usher.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date:

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

Admin. Agenda Item
April 14, 2004
Page 2

Financial Impact: The total purchase order amount is consistent with the approved 2003/2004 SANBAG budget. The funding source is Publications & Public Outreach, Task Number 0460500, Cost Code 5544.

Reviewed By: This item is scheduled for review by the Administrative Committee on April 14, 2004.

Responsible Staff: Cheryl Donahue, Public Information Officer

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: Update on House TEA-21 Reauthorization Efforts

Recommendation:* Receive summary report on H.R. 3550, TEA-LU.

Background: On April 2, the House passed its six-year reauthorization bill, the Transportation Equity Act: a Legacy for Users (TEA-LU), with a funding level of \$284 billion. The funding level passed by the House is significantly smaller than the \$375 billion originally introduced by the House Transportation and Infrastructure Committee. As a result of the reduced funding level, there are some elements of the bill that may negatively impact California and other donor states.

The issue of most concern is the scope and minimum guarantee formula included in the House bill. Scope refers to the percentage of total federal highway program dollars covered under the Minimum Guarantee. When California receives less than it sends to the federal government in gas tax revenues, Minimum Guarantee adjusts our share upward to address the inequity in federal formulas and discretionary programs. Under TEA-21, 93% of the highway funds distributed to the states were calculated under that adjustment. Of those funds States are promised at least a 90.5% rate of return. If that scope drops, then California's actual rate of return will drop. Again, as it stands right now, Minimum Guarantee provides each state with a 90.5% guarantee on 93% of distributed funds. Under H.R. 3550 (TEA-LU), states are guaranteed 90.5% on 84% of distributed funds. This means fewer guaranteed dollars to California. SANBAG staff is working

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

with the California delegation to maintain the highway funding formula included in TEA 21. Even at \$284M, the White House has threatened to veto the bill; largely because of its cost. TEA-LU also includes a “reopener” clause that would cut off spending for most transportation programs after September 30, 2005 (the end of the federal fiscal year), unless a law is passed that would raise the minimum guarantee to 95 percent, without lowering any state’s funding apportionment. However, meeting this standard would require a substantial increase in overall transportation funding.

The good news to report is that the House bill includes substantial earmarks for San Bernardino County projects – a total of \$80 million. In addition, SANBAG staff was successful in getting passage of the amendment to extend the Alameda Corridor East definition to include all Alameda Corridor affected areas throughout Orange, Riverside and San Bernardino counties to the Arizona state line. The definition included in the House bill is listed below:

The Alameda Corridor-East and Southwest Passage, California. The Alameda Corridor-East Trade Corridor is generally described as the mainline transcontinental Union Pacific Railway and Burlington Northern Santa Fe Railway Mainline tracks from east Los Angeles (terminus of Alameda Corridor) through Los Angeles, Orange, Riverside and San Bernardino Counties, including the Orangethorpe Corridor in Orange County from Anaheim to Yorba Linda, to termini at Barstow in San Bernardino County and Coachella in Riverside County. The Southwest Passage shall follow I-10 from San Bernardino to the Arizona state line.

It is unclear at this time when the House-Senate conference will begin its deliberations. The current TEA-21 extension expires at the end of this month so another extension is very likely. In addition, the White House issued a formal veto threat of any bill that exceeds \$256 billion. Given the funding levels passed by the House and Senate (\$318B), it is difficult to predict an outcome for reauthorization this year.

Financial Impact: This item has no impact on the adopted SANBAG budget.

Reviewed By: This item is scheduled for review by the Administrative Committee on April 14, 2004.

Responsible Staff: Kris Leathers, Director Intergovernmental and Legislative Affairs

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: SANBAG's Office Building at 472 N. Arrowhead

Recommendation:*
1. Approve Appraisal No. 04-04, dated February 11, 2004, copies of which are on file with the County of San Bernardino Real Estate Services Department (RESA) and SANBAG.
2. By a four-fifths vote, adopt Resolution No. 04-017 declaring the property located at 472 N. Arrowhead, San Bernardino, is no longer necessary and is surplus to the needs of SANBAG, stating SANBAG's intent to sell the property, and directing the San Bernardino County Real Estate Services Department to conduct the sale.

Background: In August of 1990, the SANBAG Board of Directors approved the purchase of the building at 472 N. Arrowhead to house SANBAG staff. In August of 2001, the Board directed staff to continue investigating the feasibility of moving in the Santa Fe Depot. On December 3, 2003, the Board of Directors approved contract 04-040 between SANBAG and the City of San Bernardino addressing the roles and responsibilities of the parties with respect to the security and maintenance at the Metrolink station and the arrangements for SANBAG's occupancy in the depot building and depot management issues.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

Upon completion of the renovations, SANBAG will relocate to the depot and will need to dispose of the currently owned building at 472 N. Arrowhead, San Bernardino. The building is no longer necessary for the purpose for which it was acquired.

SANBAG engaged the services of the County of San Bernardino's Real Estate Services Department to perform the appraisal and assist with the disposal of the building. The appraisal has been completed and the estimated Market Value of the building is \$300,000.

The proposed resolution declares the property to be surplus and authorizes the auction process. In the event the proposed resolution is adopted, staff will return to the Board for confirmation and acceptance of high bid.

Financial Impact: The minimum bid for this property will be \$240,000 and as the original loan for the purchase was paid by Measure I Major Projects, the funds will be returned to the MSI Major Projects fund balance to clear the remaining fund advancements. Staff oversight and RESD services are consistent with SANBAG's 03/04 budget, TN - Indirect, Funding – Indirect Allocation

Reviewed By: This item will be reviewed by the Administrative Committee on April 14, 2004 and has been reviewed by SANBAG Counsel.

Responsible Staff: Susan Van Note, Chief Financial Officer

Minute Action

AGENDA ITEM: _____

Date: April 14, 2004

Subject: Fiscal Year 2004/2005 Budget Program Overview

Recommendation:* Accept report from SANBAG staff relative to Program Level Budget Development.

Background: Task level budget development has been completed relative to all of the activities to be included in the FY 2004/2005 budget. SANBAG's budget process is structured to provide for the maximum level of input from SANBAG policy committees. Each policy committee has reviewed the tasks that relate to the functional areas of committee oversight and each task has been reviewed by **at least one** of the SANBAG policy committees.

SANBAG's budget process began with a review of the Board of Directors direction as it relates to short term goals and how it integrates with long term goals and objectives. Simultaneous with this review, staff analyzes available resources.

SANBAG develops a program-based budget which is adopted with funding source detail. The modified accrual basis (where revenues are recognized when received and available to meet current year obligations) is the basis for SANBAG's FY 2004/2005.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

The first attachment is the Budget Summary which shows the anticipated revenues and expenditures for new activity for the upcoming fiscal year. The detail for this report will be presented in an appendix that also includes task level detail with objectives and accomplishments. This strategy results in a budget document that is useful and meaningful as a benchmark against which to evaluate SANBAG's accomplishments or challenges, and to assess compliance with fiscal accountability.

The second document, the Program Overview, describes the programs and communicates the accomplishments and objects for FY 2004/05.

At the Administrative Committee on March 10, 2004 there was discussion as to the components of SANBAG's Indirect and Fringe allocations. The Indirect Budget, the third attachment, for FY 2004/05, shows that there has been a reduction slightly from the FY 2003/04 budget, due in part to the decrease of professional services required for the planning and actual move to the Santa Fe Depot, and to a decrease in the Depot furniture requirements. Regarding specific line item increases, included in this budget is a modest amount for residual furniture needs and an amount for an audio/visual system for the Board meeting room.

The Fringe budget in the FY 2004/05 budget includes an increase for retirement contributions and workers' compensation insurance, but all other areas increased only moderately.

The fringe line item in individual tasks includes not only SANBAG benefits as contained in the Fringe pool, but also consideration for salaries related to paid leave time, such as vacation, sick, admin and holiday.

Task Number 0560500 Publications and Public Outreach is included in this item and reflects changes made as a result of Administrative Committee discussion at the March meeting. The Line Item display has been corrected to appropriately show costs for Extra Help and reformatted to group all salary, extra help, and fringe allocations. Although there is a slight increase in hours for certain staff members, the overall salary and fringe costs have been reduced from the prior version of this task.

In addition to responsibilities for general transportation planning and programming, one of the essential roles for SANBAG as a Regional Transportation Planning Agency, is in the allocation of state and federal funds to

transportation projects within the county. Although not part of SANBAG's adopted budget, the authority to allocate millions of dollars in transportation funds has as much policy and program significance as the agency budget.

Financial Impact: The 2004/2005 SANBAG proposed budget, totaling \$148,431,353 for new budget activity and \$46,351,350 in estimated encumbrances for a total of \$194,782,703, will establish the work program and financial approvals to guide the organization throughout the coming fiscal year.

Reviewed By: This item is scheduled for review by the Administrative Committee on April 14, 2004. Each of the SANBAG policy committees has completed review of the task level budget materials.

Responsible Staff: Susan Van Note, Chief Financial Officer

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CAC	Call Answering Center
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DMO	Data Management Office
DOT	Department of Transportation
E&H	Elderly and Handicapped
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin

MDAQMD	Mojave Desert Air Quality Management District
MIS	Major Investment Study
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Plan
NAT	Needles Area Transit
OA	Obligation Authority
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PPM	Planning, Programming and Monitoring Funds
PVEA	Petroleum Violation Escrow Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
ROD	Record of Decision
RTAC	Regional Transportation Agencies' Coalition
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SANBAG	San Bernardino Associated Governments
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SED	Socioeconomic Data
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century of 1997
TIA	Traffic Impact Analysis
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TOC	Traffic Operations Center
TOPRS	Transit Operator Performance Reporting System
TSM	Transportation Systems Management
USFWS	United States Fish and Wildlife Service
UZAs	Urbanized Areas
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments